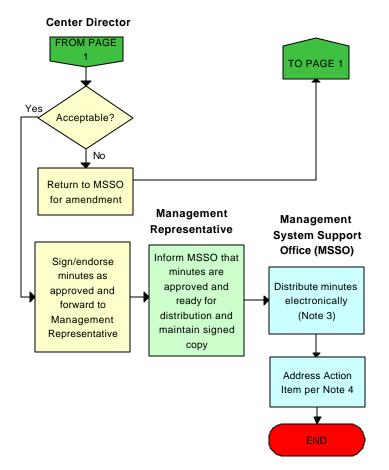
Center Director **System Support MANAGEMENT SYSTEM REVIEW** Management Office (MSSO) Representative Dryden Flight Research Center **START** DCP-X-015 Prepare agenda Arrange for Revision: C preparation of the (Note 2) agenda and reports Call Management Objective: Review Meeting at least semi--To conduct the Management Review of the Dryden annually. Prepare reports, The Center including: Management System to ensure that it is - nonconformities Director, appropriate to the current and continuing activities customer Management of Dryden Flight Research Center and its comments/ Representative. concerns/ Directors for/ customers, conforms to the current requirements of complaints Office Chiefs (or ISO 9001, is being applied effectively, and that the waivers alternates) are nonconforming Management System policy and supporting invited to attend (Note 1) product audit findings/ objectives are relevant. schedule supplier Electronically Approved By: performance Assistant Director for Management Systems corrective and preventive actions Note 1: Dryden Management System (DMS) meetings may be held more frequently under the Chair of the Forward agenda Chair Management Representative to discuss any of the and reports to Yes Management elements in Note 2, AGENDA. Membership to remain Management Review Meeting Acceptable? Representative for the same. in accordance approval prior to with agenda meeting Note 2: No AGENDA Minutes of previous meeting Amend agenda Any actions from previous meeting 2 and/or reports 3 Review of management organization 4 Review of management authority/responsibilities/ Present prepared Chapters data for meeting to Results/trends in internal/external audits Trends in - non-conformities review system Issue minutes, - non-conforming product suitability, recording any - customer complaints effectiveness, actions, to - waivers Improvements/preventive actions/reviews/analysis policy and Management of data Future changes in operational activities/statutory objectives Representative for 8 review requirements/legislation/regulations/market pressures which may have a bearing on the Management System Conformance to the current requirements of ISO9001 The continuing suitability/effectiveness of the documented system, its records, the No Acceptable? Management System policy and associated Amend minutes objectives Any other relevant business Meeting action summary Yes Date of next meeting Sian/endorse minutes and FROM PAGE forward to Center Director for 2 approval Check the list at http://www.dfrc.nasa.gov/Business/DMS/index.html. VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE. PRINTED DOCUMENTS ARE FOR REFERENCE ONLY. TO PAGE 2

Management





Note 3:

Distribute minutes to:

- Center Director
- Deputy Director
- Associate Director
- Associate Director of Planning
- Chief Engineer
- Chief Information Officer
- All Single Letter Codes
- Alternate Management Representative
- Core Team Members
- Attendees
- Management System Support Office Staff

Note 4:

- 1. From the minutes, log the new actions and closures into the Action Item Log.
- 2. Instructions for closing the action are noted on the Action Item Log under "Respond to: Comments." A tickler date is determined, generally three days prior to the action due date. If special instructions are necessary, document in the "Respond to: Comments" section.
- 3. One-page action sheet is printed and sent to the Actionee with a copy of the minutes, via Dryden internal mail or hand delivery.
- 4. A tickler file is kept by tickler date. On the tickler date, MSSO sends a reminder email (with verification of receipt notification) to Actionees who haven't responded. Comments, status, and extensions are noted on the Action Log under "Comments," at the far right of the log. 5. On the first business day of every month, MSSO will email to the Management Representative and the Alternate the Action Item Log File, updated with the status of all actions.

DOCUMENT HISTORY PAGE

DCP-X-015 Revision: C

This page is for informational purposes and does not need to be retained with the document.

DATE APPROVED	<u>ISSUE</u>	<u>PAGE</u>	AMENDMENT DETAILS
1/15/99	Baseline		
4/8/99	Rev A	All	Changed title to 'Management System Review',
changed approval block, made minor modification to Notes 1 and 3, and made minor modification to the second block			
for Management Representative.			
7/8/99	Rev B	All	Added " Management System Support Office
(MSSO)" responsibilities and modified responsibilities of the "Management Representative."			
	•		
See IDMS Document Master List	Draft for Rev C	All	Added Directors For to Box one, page one under
			Added Directors For to Box one, page one under nter Director to MSSO last block on, first page,
Center Director. Directed the seco	nd block, second page	under Cei	
Center Director. Directed the seco "Amend minutes." Modified first b	nd block, second page lock, second page, un	under Cer der MSSC	nter Director to MSSO last block on, first page,

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